

MEO				
Nuclear Materials Accounting				
Plan of Action and Milestones (POAM)				
Action	POC	Target Date	Status	Issues/Remarks
Establish NMA Team - Post Lead Position	Andy Zawadzki	8/31/2004	Complete	
Assess workload transitioning to Albuquerque	G. Pena-Chavez	5/18/2004	Complete	Questionnaire responses due 5/18/04
Assess source documents needed for performing accounting	G. Pena-Chavez	5/18/2004	Complete	Primarily NMMSS Reports
Assess file volume transitioned to Albuquerque	G. Pena-Chavez	5/18/2004	Complete	
Identify roles/responsibilities (MEO/Ofc. Fin. Policy)	G. Pena-Chavez	6/30/2004	Complete	
Issue memo to Field CFO's for contractor info.	G. Pena-Chavez	7/19/2004	Complete	
MEO establish relationship with DIMS Software Support	G. Pena-Chavez	9/30/2004	Complete	HQ will provide budget
Assess office needs (work spaces, safes, STU-III)	G. Pena-Chavez	6/1/2004	Complete	
Recommend Security support "walk through" of classified working environment	G. Pena-Chavez	6/1/2004	Complete	
Notify SPD to change financial responsibility for offices transitioning to Albuquerque, in the NMMSS RIS Directory (D-22)	G. Pena-Chavez	8/31/2004	Complete	
Resolve issues/concerns with Chicago (5 contractors do not have classified capability)	G. Pena-Chavez	6/22/2004	Complete	NNSA SC will perform accounting and reporting for Ames, Fermi, Princeton, Berkeley, SLAC, and Environmental Meas. Laboratories, due to no classified capability for financial accounting.
Request NMMSS reports for work transitioning to Albuquerque	G. Pena-Chavez	8/31/2004	Complete	
Provide contractor(s) information , name, address, phone, e-mail, POC, to G. Pena-Chavez	Team Members	9/30/2004	Complete	
Provide contractor(s) information , name, address, phone, e-mail, POC, to G. Pena-Chavez	Team Members	9/30/2004	Complete	
Adjust reporting unit codes on MARS (federal/contractor)	G. Pena-Chavez	7/31/2004	Complete	Issued memo to Field CFO'S - 7/19/04
Notify DOE contractors that FY 05 DIMS Reporting should be submitted to the NNSA Service Center	Team Members	9/30/2004	Open	Formal or Informal notification
Notify DOE offices to use proper funding source on Transfer Vouchers (predominant funding)	G. Pena-Chavez	9/30/2004	Open	Effective with STARS implementation
Resolve inventory credit balances	G. Pena-Chavez	9/30/2004	Open	NAC NMMSS action
Complete STARS Training	G. Pena-Chavez	??		Postponed
Survey contractors on quarterly DIMS submissions, i.e., Is training required? SIMEX capability?	G. Pena-Chavez	11/15/2004	Open	
DIMS software upgrade (SGL)	B. Uzzell	8/31/2004	Open	Postponed to FY 2005
Upgrade computers (UPS/Thin Client?)	G. Pena-Chavez	9/30/2004	Open	CREM issues - pending
Create FY 05 Opening Balances in DIMS for transitioned work	Uzzell/Pena-Chavez	10/30/2004	Open	After HQ performs year-end close-out procedure, send file to NNSA SC
Request NMMSS to notify NNSA SC of revised RIS Code activity	G. Pena-Chavez	10/15/2004	Open	Awareness of new activity within the department for reporting purposes